

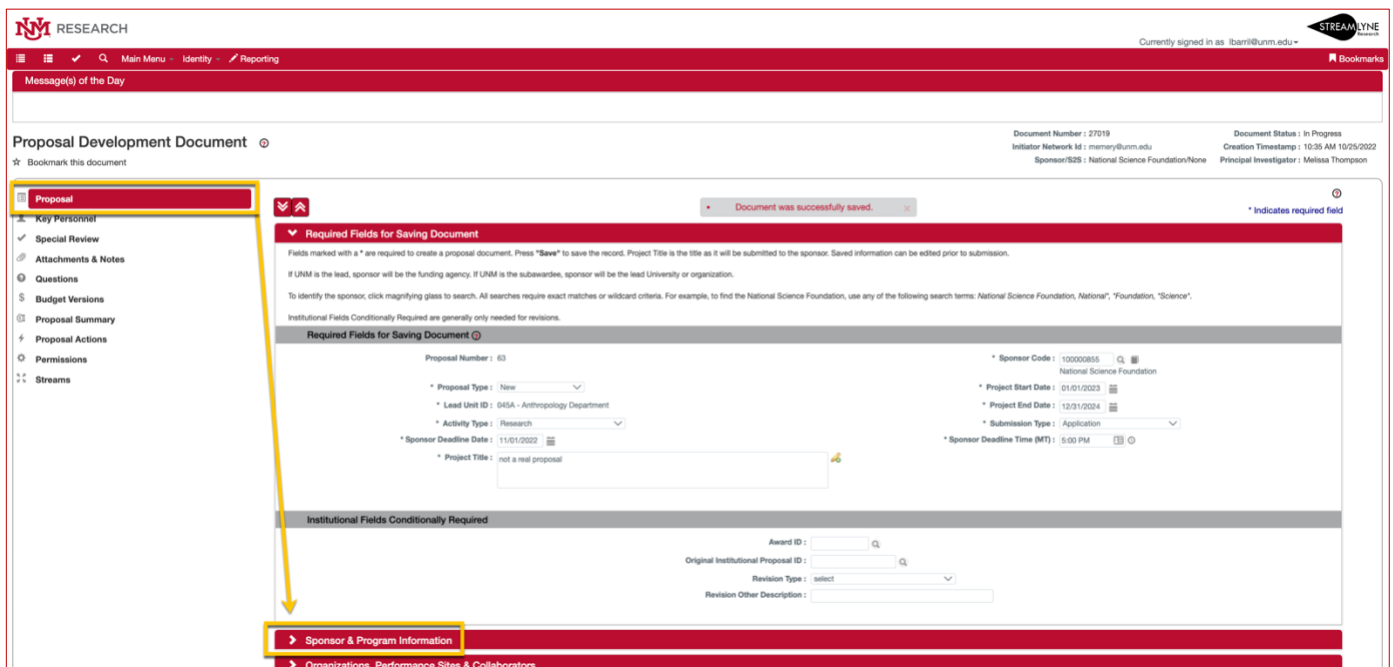


## Quick Tips

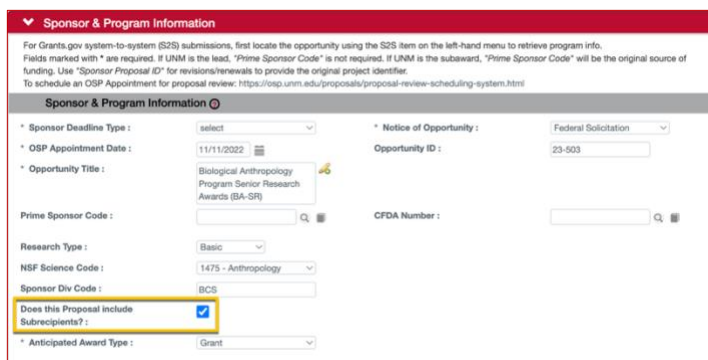
# How to Add a Subaward to a Project in Streamlyne

### Adding Subaward Recipients

1. Open the existing proposal document  
(See *Finding a previously-created proposal* in [Getting Started in Streamlyne](https://streamlyne.unm.edu/resources/getting-started-in-streamlyne.pdf) guide: <https://streamlyne.unm.edu/resources/getting-started-in-streamlyne.pdf>)
2. Within your proposal, use the quick menu on left side of screen to navigate to the **Proposal** section, then click **Sponsor & Program Information** to expand the panel.



3. Tick the box labeled **Does this Proposal include Subrecipients?** in the **Sponsor & Program Information** panel.





## 5. Open the next panel labeled **Organizations, Performance Sites & Collaborators**

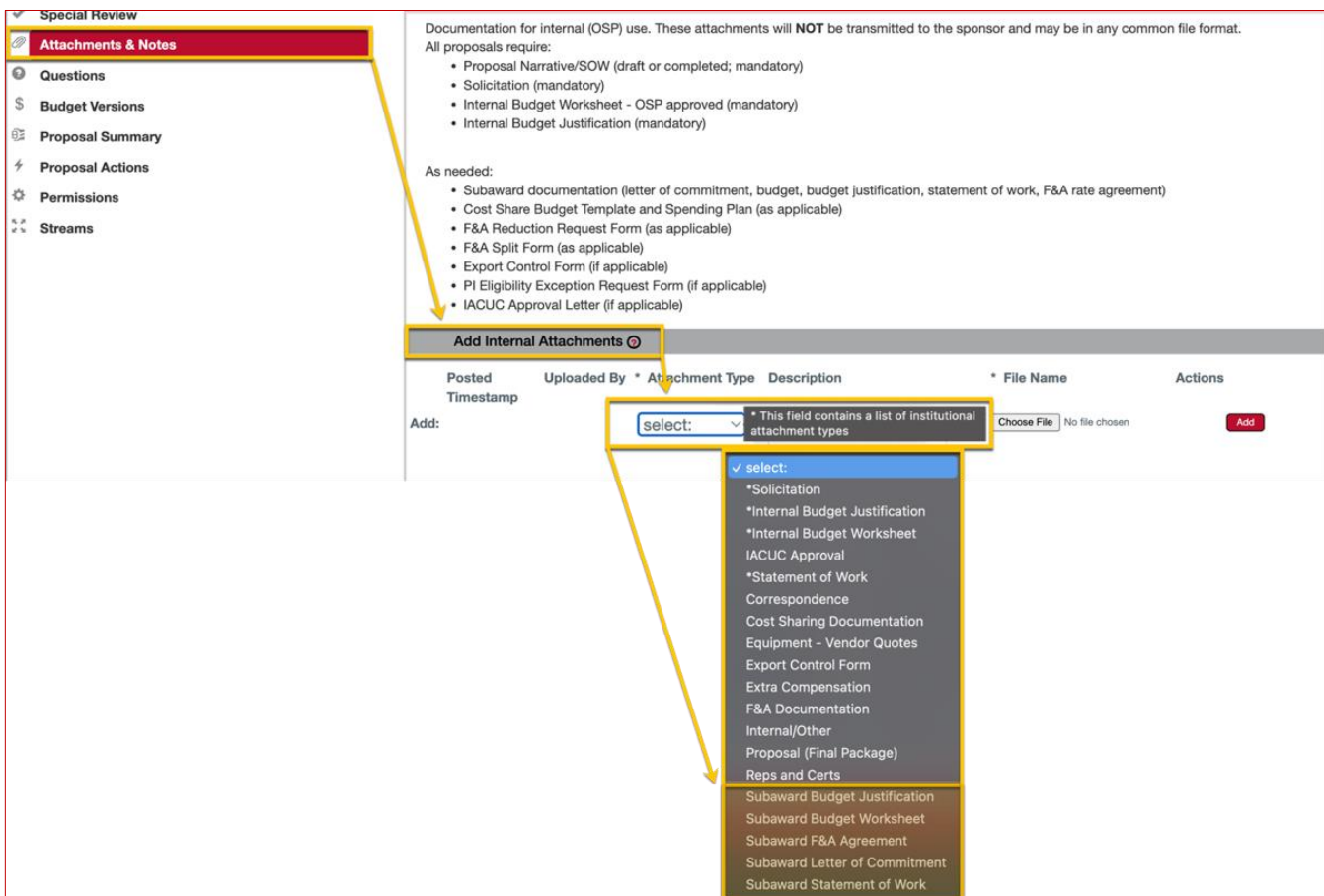
## 6. In the **Collaborators & Subrecipients** section on the line labeled **Add**: Click the magnifying glass to search for an Organization

- If the correct Organization is identified, click **Add** to confirm.
- If the correct Organization is not found, contact [OSP \(osp@unm.edu\)](mailto:osp@unm.edu) to add it.



## Additional Requirements & Procedures

- Ensure that the direct and indirect costs of the subaward are calculated correctly on the UNM Internal Budget Worksheet
  - Note that the first \$25k of each subaward is included in UNM's Modified Total Direct Costs.
- Upload all Subaward documentation in the **Internal Attachments** panel in the **Attachments & Notes** section. Required documentation includes:
  - Subaward Statement of Work
  - Subaward Letter of Commitment
  - Subaward Budget Worksheet
  - Subaward Budget Justification
  - Subaward F&A Agreement



The screenshot shows the 'Attachments & Notes' section of the Streamlyne system. The left sidebar contains navigation options: Special Review, Attachments & Notes (highlighted), Questions, Budget Versions, Proposal Summary, Proposal Actions, Permissions, and Streams. The main content area displays instructions for internal attachments, including a list of required documents and a list of optional documents 'As needed'. Below this is the 'Add Internal Attachments' section, which features a table with columns for Posted Timestamp, Uploaded By, Attachment Type, Description, File Name, and Actions. An 'Add:' button is present, and a dropdown menu is open, showing a list of attachment types. The dropdown menu is highlighted with a yellow box, and a yellow arrow points from the 'Attachments & Notes' sidebar to the dropdown menu.

Documentation for internal (OSP) use. These attachments will **NOT** be transmitted to the sponsor and may be in any common file format. All proposals require:

- Proposal Narrative/SOW (draft or completed; mandatory)
- Solicitation (mandatory)
- Internal Budget Worksheet - OSP approved (mandatory)
- Internal Budget Justification (mandatory)

As needed:

- Subaward documentation (letter of commitment, budget, budget justification, statement of work, F&A rate agreement)
- Cost Share Budget Template and Spending Plan (as applicable)
- F&A Reduction Request Form (as applicable)
- F&A Split Form (as applicable)
- Export Control Form (if applicable)
- PI Eligibility Exception Request Form (if applicable)
- IACUC Approval Letter (if applicable)

**Add Internal Attachments**

Posted Timestamp	Uploaded By	Attachment Type	Description	* File Name	Actions
Add:					
		select:	* This field contains a list of institutional attachment types	Choose File	No file chosen

select:

- \*Solicitation
- \*Internal Budget Justification
- \*Internal Budget Worksheet
- IACUC Approval
- \*Statement of Work
- Correspondence
- Cost Sharing Documentation
- Equipment - Vendor Quotes
- Export Control Form
- Extra Compensation
- F&A Documentation
- Internal/Other
- Proposal (Final Package)
- Reps and Certs
- Subaward Budget Justification
- Subaward Budget Worksheet
- Subaward F&A Agreement
- Subaward Letter of Commitment
- Subaward Statement of Work